To set up your Windows Mail client to work with AUCmail:

1. Enable POP
2. Configure Windows Mail

Enabling POP

You can retrieve your AUCmail messages with Outlook Express or any client or device that supports POP.

To enable POP in AUCmail:

1. Sign in to AUCmail (http://mail.aucegypt.edu).
2. Click **Settings** at the top of any AUCmail page.
3. Click **Forwarding and POP/IMAP**.
4. Select **Enable POP for all mail** or **Enable POP for mail that arrives from now on**.
5. Choose the action you’d like your AUCmail messages to take after they are accessed with POP.
Configuring Windows Mail

1. Open Windows Mail.
2. Click the Tools menu, and select Accounts...
3. Click Add...
4. Select Email Account, and click Next.
5. Enter your name as you would like it to appear in the 'From:' field of outgoing messages, and click Next.
6. Enter your full AUCmail address (username@aucegypt.edu).
7. Fill in all necessary fields to include the following information:

   **Incoming mail server type**: POP3
   
   **Incoming mail (POP3 or IMAP) server**: pop.gmail.com
   
   **Outgoing e-mail server (SMTP) name**: smtp.gmail.com
   
   **Outgoing server requires authentication**: enabled

8. Click Next, and enter your full AUCmail address (including '@aucegypt.edu') and your AUCmail password.
9. Click **Next**, and then check the box next to **Do not download my e-mail at this time**. Click **Finish**.
10. On the **Internet Accounts** screen, make sure that your **pop.gmail.com** mail account is selected, and click the **Properties** button.
11. On the **Advanced** tab, enter **465** in the in the box next to **Outgoing mail (SMTP)**, and check the box next to **This server requires an encrypted connection (SSL)**.
12. Check the box next to **This server requires an encrypted connection (SSL)** under **Incoming mail (POP3)**. The box next to **Incoming mail (POP3)** should
13. Click OK. You're done! Close the Internet Accounts window and click Send/Receive to start checking your AUCmail messages.

If you experience problems using POP with Windows Mail, please check the Common Errors or Troubleshooting tabs.